How to use Google Docs

1. First to use Google go to your desktop and open either Internet Explorer or Firefox by double clicking it with the left side of your mouse.
2. Secondly when you open your internet to its homepage click on the URL the URL is the bar where you type in the address for the site that you want to go to. To type into the URL you have to click it once. If there are other addresses in the URL you can highlight all of the words by just clicking on the bar then hitting backspace on your keyboard or just type the new address in it which will automatically just type over the old address.
3. When you find the URL type in [www.Google.com](http://www.Google.com) the click enter.
4. When you are at [www.google.com](http://www.google.com) single click the Google box which is located in the middle of the page under the big Google word.
5. Then in the search box type in Google Docs then single click Google Search which is under the search bar or you can also just hit the enter bar which is on your keyboard.
6. When it is done searching a new web page will pop up with a bunch of links to Google Docs. Then locate Google Docs which is the first Link that pops up which is called Google Docs.
7. Then the Google Doc login homepage will appear
8. If you don’t have a Google account you will have to create one where it says get started but if you have a Google account just put in your email and password to get to Google Docs.
9. When you login in it will take you to the Google Docs page.
10. If you want to create a new Document, Presentation, spreadsheet, Form, folder you will have to click the create new button which is located in the upper left hand corner of the webpage under the words Google Docs. When you single click it a drop box will come down to show you all your options.
11. When the drop boxes comes down click on what you want to create.
12. Then when you want comes up you can do what you need to do.
13. Then when you are done with what you have to do you can click the file button which is in the upper right hand corner and bring your mouse down to save and then click.
14. To share the document that you need you open the document you want to share by clicking on it on your google doc home page then when it opens up locate share in the upper right hand corner. Then a drop box will come down and you clan click on what you need to do.
15. To upload something go to your google docs homepage then click upload which is next to the Create New botton which we located earlier. The click the highlighted words that say Select Files to Upload the search through your documents until you find what you need then click it. After that click the Start upload button to upload it and your file will appear at your homepage.